



**INTEGRATED STATEWIDE INFORMATION SYSTEMS  
HUMAN RESOURCES SYSTEM  
TRAINING REQUEST FORM**

**TRAINEE INFORMATION** (please print)

*All trainee information must be completed with the exception of SSN and Special Requirements*

<b>Name:</b>	<b>Agency #:</b>
<b>SSN:</b>	<b>Agency Name:</b>
<b>Personnel #:</b>	<b>Work City:</b>
<b>E-mail Address:</b>	<b>Special Requirements:</b>
<b>Phone:</b>	

*Click or check in the box to the right of each requested course number.*

*All classes require **basic skills in use of Microsoft windows.***

*Only employees who create and maintain org units and positions should schedule Org Mgt.*

**Student will not be enrolled in Instructor Led class until CBT has been completed.**

**Employee Administration Courses – SAP Paid Agencies ONLY**

<b>Organizational Management Maintenance (1 day)</b>	<i>Prerequisite: Online Learning Courses for Basic Navi and Org Mgmt Overview</i>	<b>HRS012</b> <input type="checkbox"/>
<b>Employee Administration – Paid (3 days)</b>	<i>Prerequisite: Online Learning Courses for Basic Navi and Org Mgmt Overview</i>	<b>HRS029</b> <input type="checkbox"/>
<b>Transfers and Separations (2 day)</b>	<i>Prerequisite: EA Paid</i>	<b>HRS028</b> <input type="checkbox"/>

**Employee Administration Courses –ISIS HR Non-Paid Agencies ONLY**

<b>Organizational Management (1 day)</b>	<i>Prerequisite: Online Learning Courses for Basic Navi and Org Mgmt Overview</i>	<b>HRS012</b> <input type="checkbox"/>
<b>ISIS HR NonPaid Agency (2 days)</b>	<i>Prerequisite: Online Learning Courses for Basic Navi and Org Mgmt Overview</i>	<b>HRS002</b> <input type="checkbox"/>

**Time Administration Course**

<b>Time Administration (1 day)</b>	<i>Prerequisite: Online Learning Courses for Basic Navi and Org Mgmt Overview</i>	<b>HRS030</b> <input type="checkbox"/>
------------------------------------	---	--

**Report Course**

<b>Basic Reports (1/2 day)</b>	<i>Prerequisite: Online Learning Courses for Basic Navi and Org Mgmt Overview</i>	<b>HRS017</b> <input type="checkbox"/>
--------------------------------	---	--

**ISIS HR Designee Approval** (EA Manager, ISIS Liaison/Training Coordinator)

*Note: Signature also confirms employee has completed all prerequisites for selected class(es).*

**Date**

**Phone**

For information concerning submission of completed forms: <http://www.doa.louisiana.gov/ois/service/forms/submission.htm>

For a complete description of each course: <http://www.doa.louisiana.gov/ois/service/training/courses/hrdirectory.htm>

Online Learning Courses available in LEO by clicking on My Work → Online Learning: <https://leo.louisiana.gov/>